

**10-POINT PLAN TO IMPROVE
THE RECRUITMENT AND DEVELOPMENT OF
HISPANICS IN THE OPM WORKFORCE**

PURPOSE

The purpose of this plan is to develop, for position vacancies at all levels, applicant pools that include qualified Hispanic candidates. Generally the Plan focuses on three strategies: recruit openly, nurture academic relations, and develop employees.

OPM will recruit as broadly as required to ensure a diverse applicant pool, while providing current employees with as many advancement and development opportunities as possible.

EMPLOYMENT

- 1** OPM will recruit from all sources, for all position vacancies, including positions in the Senior Executive Service and managerial positions at GS-13-15, except when the Director approves a request to restrict eligibility to status candidates, Interagency Career Transition Assistance Program eligibles or OPM employees.
- 2** OPM will recruit at the entry level for positions covered by the Luevano consent decree, except when the Director approves a request to recruit at higher grade levels.
- 3** OPM will establish an intern program to recruit and develop groups of professional and administrative trainees who are willing to relocate to OPM field locations or Headquarters.
- 4** OPM will monitor monthly the composition of its workforce, by Office.
- 5** OPM will establish and recruit from all sources a full-time Hispanic Employment Program Manager in Washington, DC. In addition, OPM will designate one employee in areas where OPM has a high concentration of employees, to serve as Hispanic Employment Program Managers on a collateral duty basis. The HEP managers will establish contacts with the Hispanic media in these and other locations and, as appropriate, use paid advertising to assist in the recruitment for occupations with significant hiring opportunities.
- 6** OPM will establish an annual budget for recruitment literature, limited travel to recruitment sites and a contract for Hispanic Association of Colleges and Universities (HACU) National Interns.

STUDENT EMPLOYMENT AND ACADEMIC RELATIONS

- 7** OPM's HEP managers will establish contacts and maintain relations with local high schools and institutions of higher learning that are members of HACU. HEP managers will recommend appropriate ways OPM can help schools with significant Hispanic enrollments.
- 8** OPM will use high school and college cooperative education opportunities to bring students from diverse backgrounds into the workforce and establish eligibility for non-competitive conversion. OPM will recruit Hispanic students and recent graduates who are interested in participating in student employment programs at OPM, especially the Presidential Management Intern Program and the Federal D.C. Summer Employment Initiative.

CAREER DEVELOPMENT

- 9** OPM will invite its employees to apply directly for career development programs, in addition to being nominated by managers. OPM will establish formal mentoring programs and ask OPM employees to volunteer to serve as mentors for graduates of career development programs, and other interested OPM employees. OPM will ensure that Hispanic employees at grades GS 13, 14, and 15 receive full consideration for developmental opportunities to enhance their leadership skills and for career advancement.
- 10** OPM will develop a program for its new supervisors to raise awareness of their roles and responsibilities for meeting OPM's strategic goals, including the recruitment and development of a diverse workforce. OPM will arrange for periodic meetings with all OPM supervisors to review developments and progress related to OPM's strategic goals.

OPM will incorporate the specific elements of this plan into its Affirmative Action Plan and its Federal Equal Opportunity Recruitment Plan.